

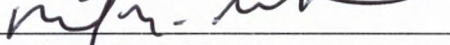


To the Honorable Council
City of Norfolk, Virginia

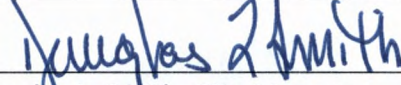
September 25, 2018

From: Gregory D. Underwood
Commonwealth's Attorney

Subject: Ordinance in the amount of
\$45,000 for the Virginia Sexual and
Domestic Violence Victims Fund Grant

Reviewed: 
Michael G. Goldsmith, Deputy City Manager

Ward/Superward: Citywide

Approved: 
Douglas L. Smith, City Manager

Item Number:

C-4

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** Gregory D. Underwood, Commonwealth's Attorney
800 E City Hall Avenue, Suite 600
Norfolk, VA 23510

III. **Description:**

This agenda item is an ordinance to accept a grant from the Department of Criminal Justice Services in the amount of \$45,000 for the Virginia Domestic Violence Victim Fund (VDVVF) for the 12 months beginning July 1, 2018 and ending June 30, 2019. The FY19 VSDVVF Grant is the same amount as the FY18 VSDVVF Grant.

IV. **Analysis**

The Virginia Domestic Violence Victim Fund will be used to support personnel costs of a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking and family abuse.

V. **Financial Impact**

The \$45,000 grant received from the Department of Criminal Justice Services does not require a cash match. The amount will fully cover the salary, employer's taxes and most of the employer's portion of the health insurance of our current VDVVF Grant Employee. The current Grant Employee has her 2-year anniversary on November 8, 2018, and will be eligible for retirement on that date. The employer's portion of retirement will come out of the Commonwealth's Attorney's General Fund budget.

VI. Environmental:

N/A

VII. Community Outreach/Notification

Public Notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action:

N/A

IX. Coordination/Outreach

This letter and ordinance have been coordinated with the Office of the City Attorney and the Office of Grants Management.

Supporting Material from the Office of the Commonwealth's Attorney:

- Ordinance
- Statement of Grant Award
- Grant Application

Form and Correctness Approved

By [Signature]
Office of the City Attorney

Contents Approved

By [Signature]
DEPT. Commonwealth Attorney's Office

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

5/1/18 \$ 45,000⁰⁰

2275-120-8897-9348

[Signature]
Director of Finance

 Account
8/31/18
Date

NORFOLK, VIRGINIA

AMS 8/31/18

ORDINANCE No.

AN ORDINANCE ACCEPTING A \$45,000.00 VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIMS FUND GRANT AWARD FROM THE VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES FOR THE SUPPORT OF PERSONNEL COSTS FOR A PROGRAM PARALEGAL TO ASSIST IN THE PROSECUTION OF MISDEMEANORS AND FELONIES INVOLVING DOMESTIC VIOLENCE, SEXUAL ABUSE, STALKING AND FAMILY ABUSE FOR FISCAL YEAR 2019 AND APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF THE GRANT FUNDS FOR PAYROLL, MEDICAL BENEFIT COVERAGE AND RETIREMENT EXPENSES FOR THE PROGRAM EMPLOYEE.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a \$45,000.00 grant award from the Commonwealth of Virginia, Virginia Department of Criminal Justice Services, for the Virginia Sexual Domestic Violence Victims Fund ("VSDVVF") Program for Fiscal Year 2019, is hereby accepted.

Section 2:- That \$45,000.00 in grant funds are hereby appropriated and authorized to be expended for the VSDVVF Program, if and when the funds are made available from the Virginia Department of Criminal Justice Services, for payroll, medical benefit coverage and retirement expenses for the Program employee.

Section 3:- That this ordinance shall be in effect from and after its adoption.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

July 2, 2018

Shannon Dion
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000

Mr. Douglas L. Smith
City Manager
City of Norfolk
810 Union Street, Ste. 1101
Norfolk, VA 23510

Title: Virginia Domestic Violence Victim Fund/Prosecutors

Dear Mr. Smith:

I am pleased to advise you that grant number **19-N4979DV19** for the above-referenced grant program has been approved for a total of \$45,000.00 in State Special Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Albert Stokes, Grants Manager, at the Virginia Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please contact Dione Bassett at (804) 371-2419 or by email at Dione.bassett@dcjs.virginia.gov.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Dion".

Shannon Dion

Enclosures

cc: The Hon. Gregory D. Underwood, Commonwealth's Attorney
Ms. Christine Garczynski, Director of Finance
Ms. Dione Bassett, DCJS Monitor

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Norfolk City

Date: July 02, 2018

Grant Period:

Grant Number:

From: 07/01/2018

Through: 06/30/2019

19-N4979DV19

Project Director	Project Administrator	Finance Officer
The Hon. Gregory D. Underwood Commonwealth's Attorney City of Norfolk 800 E. City Hall Ave., Ste 600 Norfolk, VA 23510-2719 Phone: (757) 664-4835 Email: gregory.underwood@norfolk.gov	Mr. Douglas L. Smith City Manager City of Norfolk 810 Union Street, Ste. 1101 Norfolk, VA 23510-8001 Phone: (757) 664-4242 Email: city.manager@norfolk.gov	Ms. Christine Garczynski Director of Finance City of Norfolk 810 Union Street, Ste. 600 Norfolk, VA 23510-8004 Phone: (757) 664-4106 Email: christine.garczynski@norfolk.gov

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$45,000	\$0	\$45,000
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$45,000	\$0	\$45,000

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.

Shannon Dion

Shannon Dion, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 27 day of July, 2018.

Signature: _____

Title: _____

Douglas L. Smith
City Manager

Commonwealth's
Attorney
Gregory D. Underwood

Chief Deputy
Brent A. Johnson

Deputies
Paula M. Bruns
Philip G. Evans, II
Krista L. Fulton
Jill C. Harris
Patricia H. O'Boyle
Charlotte H. Purkey
Marc W. West

Director of
Communications
Amanda M. Howie

Comptroller
Betsy Powell

IT Administrator
Dmitry Rekbter

Victim/Witness Assistance
Program Director
Heather Fuss

COMMONWEALTH OF VIRGINIA



OFFICE OF THE NORFOLK COMMONWEALTH'S ATTORNEY

800 E. City Hall Avenue, Suite 600

Norfolk, Virginia 23510

Phone Number: (757) 664-4444

Fax Number: (757) 664-4445 or (757) 664-4447

Victim/Witness Assistance Program Phone Number: (757) 664-4850

Senior Assistants
Cynthia D. Collard
S. Catherine Dodson

Assistants
Shavawn N. Banks
Katherine M. Beye
Zachary T. Burkholder
Mary E. Button
Sarah E. Childress
Ramin Fatehi
Kristin S. Fellers
Lindsey J. Fields
Julie L. Fink
Kathlyn W. Flora
Shemeka C. Hankins
Brooke J. Hemig
Denise A. Jackson
Jessica R. Klein
S. Ivette Kuyateh
Oksana V. LaBounty
Shukita L. Massey
Diane S. Maydosz
Michelle L. Newkirk
Catherine M. Paxson
Meghan L. Powell
Anetra L. Robinson
Katherine A. Taylor
Gregory B. Turpin
Gordon C. Ubes
David A. Vitto

August 1, 2018

Albert Stokes, Grants Manager
Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219

RE: Statement of Grant Award/Acceptance Grant # 19-N4979DV19

Dear Mr. Stokes:

Thank you so much for awarding the Norfolk Commonwealth's Attorney's Office an additional year of grant funding for the Domestic Violence Victims Fund.

This Grant allows up to employ a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking and family abuse. As one of the larger cities in the Commonwealth of Virginia, we have a high volume of these types of cases and we would not be able to provide the service we do without a trained and experienced paralegal to assist the attorneys who handle the cases in court.

Yours Sincerely,

Betsy Powell, Comptroller
Elizabeth.powell@norfolk.gov

Phone: 757-664-4808

Fax: 757-664-4445

Cell: 757-617-0595

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219

Domestic Violence Victims Fund

Subgrantee: Norfolk City

Grant Number: 19-N4979DV19

Title: VA Domestic Violence Victim Fund/Prosecutors

Date: July 2, 2018

The following conditions are attached to and made a part of this grant award:

1. All recipients must spend funds in accordance with the grant budget approved by DCJS.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds only to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
3. Grant funds may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. The subgrantee agrees to submit, by the specified deadlines, quarterly financial and progress reports as well as any other necessary reports requested by DCJS. All financial and progress reports must be processed through our online Grants Management Information System (GMIS). DCJS may withhold disbursement of grant funds if reports are not submitted as required. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS will waive the provision.
6. ***DCJS will perform on-site monitoring as required. DCJS staff will notify subgrantee in advance of the visit. The monitoring report used during the site visits may be viewed at the following web address:***
<http://www.dcjs.virginia.gov/grants/grantDescription.cfm?grant=35>
7. Subgrantees may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate:
<http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
8. Within 60 days of the starting date of the project, the subgrantee must initiate the program funded. If not started during this period, **the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date.** If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.

Statement of Grant Award Special Conditions (Continued)

Grant No: 19-N4979DV19

9. No amendment to the approved budget may be made without the approval of DCJS. No more than two (2) budget amendments will be permitted per year. Budget amendments must be requested using the online Grants Management Information System (GMIS), accompanied with a narrative. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant period.
10. The recipient agrees to notify DCJS in writing within thirty (30) days of any hiring of or change in grant-funded personnel, or any change in the Project Administrator, Project Director or Finance Officer from the persons listed in the Grant Application. To provide the required notification to DCJS, the recipient agrees to complete and submit the DCJS Program Change/Update form available on the DCJS website at: <http://www.dcjs.virginia.gov/victims-services/forms>.
11. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
12. Acceptance of this grant award by a local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
13. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
14. The subgrantee agrees to comply with the Virginia Public Procurement Act <http://eva.virginia.gov/pages/eva-vppa.htm>. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS. Permission to make sole source procurements must be obtained from DCJS in advance.
15. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on the Subgrantee Financial Report for Project Income provided by DCJS. Instructions for the Project Income form can be downloaded at: <http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncomeInstructions.doc>. The Project Income form can also be downloaded from the DCJS website at: <http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncome.xls>. Examples of project income might include service fees; client fees; usage or rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
16. Subgrantee must submit a final report outlining the progress and accomplishments of the program on forms provided by DCJS.
17. DCJS will not disburse funds from this grant if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
18. The subgrantee agrees to sign up for DCJS Updates at: <http://www.dcjs.virginia.gov/subscribe/> for the announcements regarding trainings, funding opportunities, and information on victims services.
19. Prior to DCJS disbursing funds, the Subgrantee must comply with the following Special Conditions:



ith of Virginia
Virginia Department of Criminal Justice Services
Grant Application

Attachment 1B

Grant Program & Program Sponsor	Virginia Sexual and Domestic Violence Victim Fund	Congressional District(s)	2 & 3
Applicant:	Office of the Norfolk Commonwealth's Attorney	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001455	Best Practice?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served and Zip +4 Codes:	City of Norfolk – 23501 23502 23503 23504 23505 23506 23507 23508 23509 23510 23511 23512 23514 23515 23516 23517 23518 23519 23520 23521 23523 23529 23551		
Program Sponsor	Office of the Norfolk Commonwealth's Attorney	Congressional District(s)	2 & 3
Program Title:	Virginia Sexual and Domestic Violence Victim Fund Program	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2018- June 30, 2019	DUNS NUMBER:	074740069
Type of Application:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number 17-L4979DV17 <input type="checkbox"/> Revision of Grant Number		<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban

Project Director		Project Administrator	Finance Officer
Name:	The Hon Gregory D. Underwood	Mr. Douglas L. Smith	Ms. Christine Garczynski
Title:	Commonwealth's Attorney, City of Norfolk	Interim City Manager	Director of Finance
Address including Zip+4:	800 E. City Hall Avenue, Ste 600 Norfolk, VA 23510-2719	810 Union Street, Ste 1101 Norfolk, VA 23510-8001	810 Union Street, Ste 600 Norfolk, VA 23510-8001
Phone:	757-664-4835	757-664-4242	757-664-4106
Fax:	757-664-4445	757-664-4239	757-664-4110
E-Mail:	Gregory.underwood@norfolk.gov	city.manager@norfolk.gov	Christine.garczynski@norfolk.gov

Signature of Project Administrator:

Douglas L. Smith

Brief Project Description:

Funds from the Virginia Sexual and Domestic Violence Victims Fund will be used to support the personnel costs of a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking and family abuse. It is estimated that 1800 cases will be prosecuted with support from the VSDVVF from July 1, 2018 – June 30, 2019.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel	XXXXXXXXXX	\$45,000	XXXXXXXXXXXX	\$45,000
Consultants	XXXXXXXXXX		XXXXXXXXXXXX	
Travel	XXXXXXXXXX		XXXXXXXXXXXX	
Equipment	XXXXXXXXXX		XXXXXXXXXXXX	
Supplies/Other	XXXXXXXXXX		XXXXXXXXXXXX	
Indirect Costs	XXXXXXXXXX		XXXXXXXXXXXX	
Total Requested	XXXXXXXXXX	\$45,000	XXXXXXXXXXXX	\$45,000

ITEMIZED BUDGET

Attachment 2B

1. Personnel/Employees				DCIS FUNDS	TOTAL
Name of Employees	Position Titles	Annual Salary	Hours devoted	VSDVVF Funds	
Ruth Brown	VSDVVF Parale	36,216	2080	\$ 36,216.00	\$ 36,216.00
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:				\$ 36,216.00	\$ 36,216.00
Fringe Benefits		Pro-rated Salary			
FICA %= 7.65	7.65%	\$ 36,216.00		\$ 2,771.00	\$ 2,771.00
Retirement					\$ -
Group Life Insurance	0.08%	\$ 36,216.00		\$ 29.00	\$ 29.00
Other (itemize): Health Insurance				\$ 5,984.00	\$ 5,984.00
TOTAL:				\$ 8,784.00	\$ 8,784.00
TOTAL PERSONNEL (a+b):				\$ 45,000.00	\$ 45,000.00
2. Consultants (including travel and subsistence)					
a. Individual Consultants					
Type:				\$ -	
Hours Devoted:				\$ -	
TOTAL:				\$ -	\$ 45,000.00
b. Organizations and Associations					
Type:				\$ -	
Fee:				\$ -	
Time Devoted:				\$ -	
TOTAL:				\$ -	\$ 45,000.00
c. Consultant's subsistence and travel					
Number of days:				\$ -	
Rate/per day:				\$ -	
TOTAL:				\$ -	\$ 45,000.00
TOTAL CONSULTANTS (a+b+c):				\$ -	\$ -
3. Travel and Subsistence for Project Personnel (Mileage rate cannot exceed the federal rate of \$.535/per mile)					
a. Local Mileage _____ X _____ per mile				\$ -	
b. Non-Local Miles _____ X _____ per mile				\$ -	
c. Subsistence _____ days X _____ per day				\$ -	

d. Air or other fares _____		\$ -
TOTAL TRAVEL:	\$ -	\$ -

ITEMIZED BUDGET (continued)

Attachment 2B

4. Equipment				DCJS FUNDS	TOTAL
Type	Quantity	Unit Price	Purchase or Rental	Federal VSTOP Funds	
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL EQUIPMENT :				\$ -	\$ -

5. Supplies and Other Expenses				
Type	Quantity	Price		
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL SUPPLIES AND OTHER :			\$ -	\$ -

GRAND TOTAL:	\$ 45,000	\$ 45,000
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7. Cash Funds (Cash funds from other than grant program supporting this project- itemize)(Do not add to requested Project Budget Summary accounts.)

Supervision from Deputy Commonwealth's Attorney	\$ 2,160.00	\$ 2,160.00
Telephone and Network Access \$225 / mo x 12 months	\$ 2,700.00	\$ 2,700.00
Benefits: Retirement & Balance of Health Insurance	\$ 5,740.00	\$ 5,740.00
TOTAL CASH FUNDS :	\$ 10,600.00	\$ 10,600.00

FY2019: Budget Narrative and Itemization

The Norfolk Commonwealth's Attorney's Office is requesting continuation funding for a Domestic Violence Victim Services Paralegal for the 12 months from July 1, 2018 until June 30, 2019 in the amount of \$45,000. The salary amounts for the existing full-time staff position listed in the FY2019 budget itemization is consistent with the salary structure presented in the grant application for FY2018. We are not requesting funding for Retirement because our VSDVVF budget is not enough to cover the additional expense. We have shown the additional Retirement and Health Insurance expense in Section 7. Cash Funds of Attachment 2B.

1. Personnel –

- a. Salary:** The salary of our Domestic Violence Victim Services Paralegal is requested at \$36,216 (just over the minimum salary of \$35,454 for a Paralegal in the Norfolk Commonwealth's Attorney's Office) for the 12 months beginning July 1, 2018. This includes a 2% pay raise over the FY18 budget request. Ms. Brown received a Bachelor of Science in Criminal Justice and Sociology Degree from Old Dominion University; therefore, Ms. Brown is considered to be at the same grade as a paralegal.
- b. Duties:** The Domestic Violence Victim Services Paralegal provides services to victims and witnesses of domestic violence, marital sexual assault, and stalking crimes. Ms. Brown performs advocate duties for victims within the criminal justice system and works under the general supervision of the Deputy for the Juvenile VC/DV Team.

The direct services that are provided to victims and witnesses include Crisis Intervention, Trial Preparation, Advocacy, Court Accompaniment, Information and Referrals, Travel Arrangements and CICF Information. Other duties include Case Management and Public Speaking/Community Outreach.

- c. **Fringe Benefits:** The proposed fringe benefits are in accordance with federal, state, and local guidelines. Funding for the employment benefits of hospitalization, and life insurance were computed as directed by guidelines provided by the City of Norfolk. This program is requesting \$2,771 for Social Security Tax, \$29 for Group Life Insurance and \$5,984 for Hospital Insurance for the 12 months beginning July 1, 2018. Ms. Brown will be eligible to receive retirement benefits from the City of Norfolk beginning May 17, 2018, however, her Retirement benefit and additional Health Insurance benefit will be paid out of the General Fund budget and is shown in Section 7. Cash of Attachment 2B.

d. **Total Salary and Fringe Benefits:** **\$45,000**

Consultants - N/A

4. Travel and Subsistence for Project Personnel— N/A

5. Equipment - N/A

6. Supplies and Other Expenses - N/A

7. Grand Total **\$45,000**

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal funds administered by DCJS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Criminal Justice Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
2. **REPORTS:** Each applicant shall submit such reports as the DCJS shall reasonably request. Financial and progress reports shall be submitted to the DCJS on the **12th working day** following the close of each quarter unless otherwise informed.
3. **GRANT CLOSEOUT:** The last quarterly report of a project using federal funds must indicate any unpaid obligations, which exist at the expiration of the grant. The applicant has 90 days to liquidate any unpaid obligations and submit a final financial report.
4. **UNUSED FUNDS:** Any funds that have been requested, but unexpended at the end of the grant period will be refunded by check made payable to the **Treasurer, Commonwealth of Virginia**, and will accompany the final financial report when it is submitted to DCJS. (Most state agencies must use DPB form 27 and an IAT to return unused grant funds.) The check should be mailed to the attention of the Finance Department, Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA, 23219.
5. **INSPECTION AND AUDIT:** The applicant agrees to comply with the organizational audit requirements of OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Institutions." In conjunction with the beginning date of the award, the audit report period of the local government entity to be audited under the single audit requirement is the start-date of the project through the end-date of the project as noted on the Statement of Grant Award/Acceptance. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report. A copy of all audits must be forwarded to the Finance Department, Department of Criminal Justice Services.
6. The applicant will comply, where applicable, with the following:
 - National Environment Policy Act of 1969 (42 U.S.C. § 4321);
 - Flood Plain Management and Wetland Protection Procedures (28 CFR 63);
 - National Historic Preservation Act (16 USC 470);
 - Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. (42 U.S.C. § 4601 et seq.);
 - Clean Air Act, P. L. 88-206, 42 USC 1857, et seq;
 - Safe Drinking Water Act, P. L. 93-523, 42 USC 3001, et seq;
 - Endangered Species Act of 1973, P. L. 93-205, 16 USC 1531, et seq;

- Wild and Scenic Rivers Act, P. L. 90-542, 16 USC 1271, et seq;
 - Fish and Wildlife Coordination Act, P. L. 85-624, 16 USC 661, et seq;
 - Historical and Archaeological Data Preservation Act, P. L. 93-291, 16 USC 2469, et seq;
 - Coastal Zone Management Act of 1979, P. L. 92-583, 16 USC 1451, et seq. and the Coastal Barrier Resources Act of 1982 (P.L. 97-348);
 - Animal Welfare Act of 1970, P. L. 91-579, 7 USC 2131, et seq;
 - Impoundment Control Act of 1974, P. L. 93-344, 31 USC 1401, et seq; and
 - The Fair Labor Standards Act, if applicable.
7. **POLITICAL ACTIVITY:** The restrictions of the Hatch Act, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
8. **DISCRIMINATION PROHIBITED:** No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or subgrant supported or benefiting from the grant. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 et seq. The applicant must further comply with Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulations; the Age Discrimination Act of 1973, as amended, and its implementing regulations and Title IX of the Education Amendments of 1972; Title 11 of the Americans with Disabilities Act (ADA)(1990); (42 USC. 12131-12134 & 28 CFR 35).
9. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:** Each applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms to the provisions of 28 CFR Section 42.302 or that in conformity with the foregoing regulation; no Equal Employment Opportunity Program is required.
- The applicant organization having 50 or more employees who would receive amounts of \$500,000 or more, or grants which in the aggregate exceed \$500,000 or more, in any fiscal year must submit a copy of their Equal Employment Opportunity Plan (EEOP) to the DCJS for review. For continuation grant funding that exceed these amounts in any fiscal year the applicant must submit a statistical update from the previous year's plan.
10. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the DCJS.

11. **RELEASE OF INFORMATION:** All records, papers and other documents kept by recipients of DCJS funds, and their contractors, relating to the receipt and disposition of such funds, are required to be made available to the DCJS. These records and other documents submitted to DCJS and its applicants pursuant to other provisions of the Act, including plans and application for funds, are required to be made available to DCJS under the terms and conditions of the Federal Freedom of Information Act, 5 USC 552.
12. **INFORMATION SYSTEMS:** With respect to programs related to criminal justice information systems, the applicant agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of the integrity and accuracy of data collection. The applicant further agrees:
- That all computer programs (software) developed with funds provided by this grant will be made available to the DCJS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - To provide a complete copy of the computer programs and documentation, upon request, to the DCJS. The documentation will include but not be limited to system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - That whenever possible all application programs will be written in standardized programming languages (i.e., ANSI, Cobol, FORTRAN, Basic, etc.) for use on general operating systems (e.g., DOS, CP/M, UNIX, etc.) that can be utilized on at least three different manufacturers computers of similar size and configuration.
 - To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Department of Criminal Justice Services should be contacted to determine availability of software prior to any development effort.
13. **CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained through a project funded wholly or in part with DCJS grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
14. **CRIMINAL INTELLIGENCE SYSTEMS OPERATING POLICIES:** The applicant agrees to be in compliance with all policies as expressed under the Code of Federal Regulations, 28 CFR 23, concerning the operation of criminal intelligence systems funded with DCJS funds.
15. **COPYRIGHT:** Except as otherwise provided in the conditions of the award, the author is free to arrange for copyright without approval when publication or similar materials are developed from work under a DCJS supported project. Any such copyright materials shall be subject to the DCJS's right to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so for government purposes. In addition, communications in primary scientific or professional journals publishing initial reports or research or other activities and supported in whole or in part by the DCJS project funds may be copyrighted by the journal with the understanding that individuals are authorized to make or have made by any means available to them, without regard to the copyright of the journal, and without royalty, a single copy of any such article for their own use. State employees who

16. **PATENTS:** If any discovery or invention arises or is developed in course of or as a result of work performed under this grant, the applicant shall refer the discovery or invention to DCJS. The applicant hereby agrees that determination of rights to inventions made under this grant shall be made by the DCJS or its duly authorized official representative, who shall have the sole and exclusive powers to determine whether or not and where patent application should be filed and to determine the disposition of all rights in such inventions, including title which may issue thereon. The determination of the DCJS or its duly authorized representative shall be accepted as final. In addition, the applicant hereby agrees and otherwise recognizes that the DCJS shall acquire at least an irrevocable non-exclusive royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The grant shall include provisions appropriate of effectuating the purpose of this condition in all contracts of employment, consultant's agreements, or contracts.
17. The applicant assures that funds made available under this grant will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for drug law enforcement activities.
18. Confidential expenditures for services, evidence and/or information must comply with the requirements stated in the Administrative Guide and Application Procedures Manual.
19. **BIO MEDICAL EXPERIMENTATION:** The applicant assures that no grant funds will be used for any bio-medical or behavior control experimentation on individuals or any research involving such experimentation.
20. The applicant agrees to complete a **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**, prior to finalizing any financial agreements pursuant to 28 CFR 67.510 (Code of Federal Regulations). This includes consultants under any award.
21. The applicant must state the percentage of the total cost of this program supported by federal funds and the dollar amount of federal funds for this program. This statement shall be on all press releases, requests for proposals; bid solicitation and other documents describing the program whether funded in-whole or in-part with federal funds.
22. The grantee agrees that any publication (written, visual, or sound, but excluding press releases newsletters, and issue analyses) issued by the grantee or by any Applicant describing programs or projects funded in-whole or in-part with Federal Funds, shall contain the following statement:

This project was supported by the Department of Criminal Justice Services (DCJS) grant # _____, with funds made available to the Commonwealth of Virginia from the Office of _____, U.S. Department of Justice.

Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Virginia Department of Criminal Justice Services or the United States Department of Justice.

The applicant also agrees that one copy of any such publication will be submitted to the DCJS to be placed on file and distributed as appropriate to other potential applicants or

interested parties. DCJS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

23. Applicants with federal grants that procure goods or services that have an aggregate value of \$500,000 or more must specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) a) the amount of Federal funds that will be used to finance the acquisition; and b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition. This complies with Public Law 102-141, section 623 (formally the Stevens Amendment).

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.



Authorized Official (Project Administrator)

4.3.17
Date



VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIM FUND GENERAL GRANT CONDITIONS AND ASSURANCES FOR PROSECUTION GRANTS

In the event that the grant is awarded, the applicant assures and certifies that it will comply with the following requirements:

1. The applicant assures that no fees will be charged for services provided through this grant program.
2. If a VSDVVF grant is awarded, the applicant assures that funds made available under this grant will be used to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available. State, local or other funds currently allocated to prosecute domestic violence, sexual assault, stalking, and family abuse cases may not be reallocated to other purposes.
3. The applicant acknowledges that violations of the following VA Code sections are a priority for prosecution under the VSDVVF:

16.1-253.2
18.2-57.2
18.2-60.3
18.2-60.4
18.2-61
18.2-67.1
18.2-67.2
18.2-67.3
18.2-67.4
18.2-67.5

4. The applicant agrees to participate on the local domestic violence coordinating council, as well as on the local sexual assault coordinating council. The applicant is encouraged to obtain a cooperative agreement with the local domestic violence program and the local sexual assault crisis center. The agreement should outline how prosecution efforts are coordinated with local domestic violence and sexual assault services provided to victims.

Further the applicant agrees to assist with the development of a domestic violence and sexual violence model protocol in collaboration with the coordinating council and/or Sexual Assault Response Team (SART).

5. The applicant agrees to support staff attendance in trainings to enhance professional development in domestic and sexual violence; should resources allow.
6. The applicant agrees to submit progress **and financial** reports to the DCJS on the 12th **business** day following the close of each quarter.

Progress Reports

Quarterly progress reports are generated using the Sexual and Domestic Violence Victim Fund (SDVVF) software and must be submitted online through the Grants Management Information System (GMIS). Users can access GMIS using the SDVVF software. For assistance in using the GMIS system, please contact staff of the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov. For assistance using the Sexual and Domestic Violence Victim Fund (SDVVF) software, please contact DCJS staff, Lisa Self at Lisa.self@dcjs.virginia.gov.

Financial Reports

Financial reports shall be submitted using the **online** Grants Management Information System (GMIS). For assistance in using this system, please contact staff of the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov.

7. The applicant agrees that proper accounting, auditing, and evaluation records will be kept for review by DCJS.
8. The subgrantee agrees to forward a copy to DCJS of the scheduled audit of this grant award.

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that this program will comply with all federal and state laws and guidelines that apply to this award.

Douglas L. Smith
Signature of City Manager/County Administrator

4/17/17
Date

Douglas L. Smith
Printed Name

11111111
Signature of Commonwealth's Attorney

4-18-17
Date

Gregory d undzrwood
Printed Name



NORFOLK

DOCUMENT TRANSMITTAL FORM

Use for Contracts, Agreements, RFPs, and Grants

For CM Office use only:

DAS # _____

Date CM signed: _____

_____/2018

TITLE	Virginia Domestic Violence Victim Fund/Prosecutors		
PARTY (Company and principal's names with which the City is entering into the agreement.)	Virginia Department of Criminal Justice Services (DCJS) Department: Commonwealth's Attorney's Office		
EFFECTIVE DATES (Start & end dates)	July 01, 2018 through 6/30/2019		
TOTAL DOLLAR VALUE	\$45,000		
FUNDING SOURCE (Operating or capital budget; budget year; grant or other source)	DCJS Grant No Match Required		
TYPE (New or extension)	Extension		
SUMMARY OF SCOPE OF SERVICE/ PROGRAM	This funding supports the salary and benefits for a Domestic Violence Paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking and family abuse.		
PROCUREMENT METHOD (RFP, Sealed BID, etc.)	N/A		
VALIDATION OF PROCUREMENT METHOD (Certification that this is not a sole source procurement; description of MWBE outreach efforts)	N/A		
CALL OUTS (Indicate any unique circumstances regarding provisions such as procurement protest pending, emergency purchase or other time sensitivity, so forth, along with any other pertinent information)	<ul style="list-style-type: none"> • The office of the Norfolk Commonwealth's Attorney is requesting the City Manager's signature on the Grant Application. • Return to Anne Marie Strano Phone: 823-1370 • Please contact Betsy Powell at ext 4-4808 when ready for pickup 		
Please indicate if there is a legitimate required date by which the City Manager needs to respond. <i>Acceptance due by August 2, 2018</i>			
Certificate of Satisfaction: I (We) hereby certify that all reasonable due diligence has been performed to sufficiently develop the contents and implications of the attached document in a manner to protect and account to the public. Further, all City policies and procedures have been adhered to and therefore, I (we) recommend the City Manager execute this document.			
 Department Head Signature		7-18-18 Date	
		 Date	
Department Head Signature		Date	
Department Head Signature		Date	
Review and Concurrence by ACM Assistant City Manager		Review and Concurrence by CM City Manager	
7/25/18 Date		7/27/2018 Date	